U.S. DEPARTMENT OF EDUCATION
Office of Innovation and Improvement
Washington, DC 20202-5960

Fiscal Year 2008

APPLICATION FOR GRANTS
UNDER THE
TEACHING AMERICAN HISTORY GRANT
(CFDA NUMBER: 84.215X)

CLOSING DATE: December 10, 2007

Table of Contents

Dear Teaching American History Program Applicant:

Thank you for your interest in the Teaching American History (TAH) program.   Your interest in applying for a grant under this program comes at an important time in the effort to ensure that U.S. history teachers have access to high-quality professional development.

There is compelling evidence that improving the level of content knowledge for history teachers is a major factor in improving history education for students at the elementary and secondary school levels. The purpose of the TAH program is to provide resources to assist local educational agencies (LEAs) to improve the content knowledge of U.S. history teachers in order for them to offer effective instruction in their classrooms. LEAs, which are local school districts, are the only eligible applicants for the TAH grant. Organizations that provide history expertise can partner with the LEA. Other LEAs may participate as consortia members.

Please review the entire application package carefully before preparing and submitting your application. The Notice Inviting Applications for Fiscal Year (FY) 2008 has been modified from the one published in FY 2007 and has one competitive preference priority. You must respond to the absolute priority and may respond to the competitive preference priority. The application package includes a copy of the FY 2008 Notice and all the forms and instructions that you will need to apply for a FY 2008 TAH grant.

Our web site (www.ed.gov/programs/teachinghistory) includes specific directions to apply for this grant. Please consider that this application designates 45 of the total of 100 points to Project Quality.   The proposed history content should be clearly documented. The partnership with institutions that provide history expertise should be fully described. Applicants are encouraged to include memoranda of understanding among the various partners. If there are going to be consortia members, applicants should include letters of support from the consortia members. The budget, management plan, and evaluation sections and all other sections should all be aligned with your application's goals and objectives. Information on the U.S. history content background of the teachers you propose to serve should be presented. A needs assessment should be included and benchmarks of progress to meet the goals and objectives should also be included.

The U.S. Department of Education is requiring that applications for FY 2008 grants under the TAH program be submitted electronically using Grants.gov. You are urged to acquaint yourself with the Grants.gov registration requirements for the LEA that you are working with. Also, it is important to ensure that the LEA's prior registration has not lapsed, as it is an annual registration. A more thorough discussion of the Grants.gov requirements is included in this application package. Grants.gov is accessible through its portal page at:

http://www.grants.gov.

Please read the important section entitled "Grants.gov Submission Procedures and Tips for Applicants," which explains the submission procedures and provides tips you need to be aware of to ensure your application is received in a timely and acceptable manner.

The application must be submitted on or before the deadline date. **The deadline is December 10, 2007, at 4:30 P.M. Washington D.C. time.** Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures in the Notice Inviting Applicants and qualify for one of the exceptions to the electronic submission requirement.

If you desire further information concerning this program or the application process, please contact me in writing at the U.S. Department of Education, Office of Innovation and Improvement, Teaching American History Program, 400 Maryland Avenue, S.W., Room 4W206, Washington, D.C., 20202-5960. You may also contact me at   202-205-9085 or by e-mail at

TeachingAmericanHistory@ed.gov.

Applicants are encouraged to review the Frequently Asked Questions (FAQs) on the TAH website.

Again, thank you for your interest in the Teaching American History program and your commitment to helping American history teachers.

Sincerely,

Alex Stein, Ph. D.
Teaching American History Program
Team Leader

Grants.gov Submission Procedures and Tips for Applicants

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Microsoft Vista and Word 2007 Users

Please note that Grants.gov does <u>not</u> currently support the new Microsoft Vista Operating system. The Pure Edge software used by Grants.gov for forms is not compatible with Vista. Grants.gov will be reviewing this new product to determine if it can be supported in the future.

In addition, the new version of Microsoft Word saves documents with the extension. DOCX. The Grants.gov system does not process Microsoft Word documents with the extension .DOCX. When submitting Microsoft Word attachments to Grants.gov, please use the version of Microsoft Word that ends in .DOC. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]

2) **SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes

Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30 pm on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30 p.m. on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30 p.m. Washington, D.C. time, on the closing date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/help/submit_application_faqs.jsp#10. For more detailed information on why an application may be rejected, you can review Application Error Tips http://www.grants.gov/section910/ApplicationErrorTips.pdf. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?
If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the Web site: http://www.grants.gov/applicants/applicant_help.jsp.

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov
Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide on your application the DUNS number that was used when your organization registered with the CCR.**

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

Dial-Up Internet Connections
When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

MAC Users
If you do not have a Windows operating System, you will need to use the Citrix solution discussed on Grants.gov or a Windows Emulation program to submit an application using Grants.gov. For additional information, review the FAQs for non-windows users http://www.grants.gov/resources/download_software.jsp#non_window. Also, to view white paper for Macintosh users published by Pure Edge go to the following link: http://www.grants.gov/section678/PureEdgeSupportforMacintosh.pdf, and/or contact Grants.gov Customer Support (http://www.grants.gov/contactus/contactus.jsp) for more information. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Application Transmittal Instructions

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the <u>Federal Register</u> notice announcing the grant competition.

<u>This program requires the electronic submission of</u> applications; specific requirements and waiver instructions can be found in the <u>Federal Register</u> notice.

According to the instructions found in the <u>Federal Register</u> notice, those requesting and qualifying for an exception to the electronic submission requirement may submit an application via mail, commercial carrier or by hand delivery.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

<u>Applications Submitted Electronically</u>

You must submit your grant application through the Internet using the software provided on the Grants.gov Web site (<u>http://www.grants.gov</u>) by 4:30 p.m. (Washington, D.C. time) on or before the application deadline date.

If you submit your application through the Internet via the Grants.gov Web site, you will receive an automatic acknowledgment when we receive your application.

For more information on using Grants.gov, please refer to the "Notice Inviting Applications" that was published in the <u>Federal Register</u>, or visit <u>http://www.grants.gov</u>.

<u>Applications Delivered by Mail</u>

You must receive approval at least two weeks before the closing date notice in order to submit your application by mail.

If you receive approval to submit by mail, you must mail the original and two copies of your application on or before the application deadline date to:

> **U.S. Department of Education**
> **Application Control Center**
> **<u>Attention: (CFDA Number 84.215X)</u>**
> **400 Maryland Avenue, S.W.**
> **Washington, DC 20202 – 4260**

You must show one of the following as proof of mailing:

1. A legibly dated U. S. Postal Service Postmark
2. A legible mail receipt with the date of mailing stamped by the U. S. Postal Service
3. A dated shipping label, invoice, or receipt from a commercial carrier
4. Any other proof of mailing acceptable to the U. S. Secretary of Education

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

1. A private metered postmark, or
2. A mail receipt that is not dated by the U.S. Postal Services

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Special Note: Due to potential disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; U. S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under "Applications Delivered by Mail," then follow the instructions for "Applications Delivered by Hand."

Applications Delivered by Commercial Carrier:

You must receive approval at least two weeks before the closing date notice in order to deliver your application by commercial carrier.

If you use an alternative delivery method, please obtain the appropriate proof of mailing under "Applications Sent by Mail," then follow the instructions under the appropriate delivery method.

If you receive approval to submit by mail, you must mail the original and two copies of your application on or before the application deadline date to:

U.S. Department of Education
Application Control Center – Stop 4260
Attention: CDFA# (84.215X)
7100 Old Landover Road
Landover, MD 20785-1506

Applications Delivered by Hand

You must receive approval at least two weeks before the closing date notice in order to hand deliver your application.

If you use an alternative delivery method, please obtain the appropriate proof of mailing under "Applications Sent by Mail," then follow the instructions under the appropriate delivery method.

If you receive approval to hand deliver your application, you or your courier must hand deliver the original and two copies of the application by 4:30 p.m. (Washington, D.C. time) on or before the deadline date to the following address:

> **U.S. Department of Education**
> **Application Control Center**
> **Attention: CFDA Number - 84.215X**
> **550 12th Street, SW**
> **Potomac Center Plaza – Room 7067**
> **Washington, D.C. 20202 - 4260**

Application Control Center Hours of Operation
The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time), except Saturdays, Sundays and Federal holidays.

Grant Application Receipt from the Application Control Center
If you send your application by mail or if you or your courier delivers it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgment to you.

If you do not receive the notification of application receipt within 15 days from the mailing of the application, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

Late Applications
If your application is late, we will notify you that we will not consider the application.

Competition Highlights

1. **Teaching American History applications submitted for FY 2008 must be submitted electronically using Grants.gov**. You are urged to acquaint yourself with the requirements of Grants.gov early as the <u>registration procedures may require five or more days to complete</u>. A more thorough discussion is included in this application package on pages 6-11.

2. The 2008 TAH competition includes one absolute priority and one competitive preference priority. The response to these priorities should be attached as a separate document within the Program Narrative. The selection criteria are also a part of the Program Narrative. The response to the priorities is not included in the 25-page limit. The priorities are as follows:

    a. <u>Absolute Priority</u>: We consider only applications that meet this priority. This priority is the following: partnerships with other agencies or institutions. Each applicant LEA must propose to work in collaboration with one or more of the following:
      - An institution of higher education
      - A non-profit history or humanities organization
      - A library or museum

    b. <u>Competitive Preference Priority</u>: Up to 15 additional points may be awarded to an application that meets this priority. Applicants are encouraged to describe how they will assess the district's or consortium of district's needs and focus on recruiting U.S. history teachers from schools within the district or consortium that have been identified for improvement, corrective action, or restructuring under the *Elementary and Secondary Education Act of 1965*, as amended by the *No Child Left Behind Act of 2001.*

    These priorities are explained in detail in the Notice Inviting Applications contained in this application package. You are urged to fully review the Notice Inviting Applications carefully before preparing your application. Please note the following:

    1. The application must be received on or before the deadline date and time. Please note that U.S. Department of Education grant application deadlines are 4:30 P.M. Washington, DC time. Late applications <u>will not be accepted</u>.

We suggest that you submit your application several days before the deadline. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.

2. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures outlined in the Federal Register Notice Inviting Applications for New Awards for FY 2008 and qualify for one of the exceptions to the electronic submission requirements.

3. Grant Funding Period: Up to 60 months. The Department assumes that Congress will appropriate sufficient funds to provide funding for the first three years (36 months) of the project period for each grantee. Thus, we anticipate that initial awards under this competition will be made for a three-year period. (Applicants should prepare and submit a three-year budget.) Contingent upon the availability of funds and each grantee's substantial progress towards accomplishing the goals and objectives of the project as described in its approved application, we may make continuation awards to grantees for the remaining 24 months of the program. Review of each grantee's progress may include consideration of evidence of promising practices and a strong evaluation design. Further, contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2009 from the list of unfunded applicants from this competition.

4. Project evaluation requirements   Due to recent developments in government operations, such as the passage of the Government Performance and Results Act (GPRA) of 1993 and the development of the Program Assessment Rating Tool (PART), the Department places a strong emphasis on program-level evaluation, including promoting rigorous, scientifically based evaluation methods at the individual project (grantee) level. (To review the Department's definition of scientifically based evaluation methods, please see the January 25, 2005, Federal Register notice available at http://www.access.gpo.gov/su_docs/fedreg/a050125c.html). This focus on evaluation includes not only looking at program results, but also examining the need for a program, in addition to its design, implementation, and efficiency. Data gathered from grantee reports are used by Federal staff to assess a program's success in meeting its goals. Therefore, it is critical that prospective applicants have a complete and accurate understanding of reporting requirements before applying for a grant.

For the TAH program specifically, the primary goal is to raise student achievement by improving teachers' knowledge, understanding, and appreciation of traditional American history. Grant awards assist LEAs, in partnership with entities that have extensive content expertise, to develop, document, evaluate, and disseminate innovative, cohesive models of professional development. By helping teachers develop a deeper understanding and appreciation of traditional American history as a separate subject matter within the core curriculum, these projects improve instruction and raise student achievement.

Under the GPRA, the Department is using the following performance measures to evaluate the success of the TAH program in meeting this goal.

- GPRA Performance Measure 1: Students in experimental and quasi-experimental studies of educational effectiveness of Teaching American History projects will demonstrate higher achievement on course content measures and/or statewide U.S. history assessments than students in control and comparison groups.

- GPRA Performance Measure 2: Teachers will demonstrate an increased understanding of American history through the use of nationally validated tests of American history that can be directly linked to their participation in the Teaching American History program.

Grantees must respond to the two GPRA performance measures on their annual and final performance reports describing project designs that include teacher and student assessments in the content area of American history.

The data provided by grantees in their reports will be compiled and analyzed by the Department to obtain a better understanding of the TAH program's success in meeting program goals as articulated in the statute and the GPRA performance measures. These data will be shared with Congress and other Federal agencies tasked with Federal program oversight and may be used in future decision-making regarding program policy, operations, and funding.

If you would like additional information on evaluation methods, you may visit http://www.sei2003.com/TAH/.
While the content of this website was developed under a contract from the US Department of Education, the content does not necessarily represent the policy of the US Department of Education and you should not assume endorsement by the federal government.

Supplemental Information

General Information

The following information supplements the information provided in the "Dear Applicant" letter and the Notice.

A.   Eligible Applicants

LEAs, including charter schools that are considered LEAs under state law and regulations, working in partnership with one or more of the following entities:

- An institution of higher education
- A non-profit history or humanities organization
- A library or museum

B.   Criteria for Funding

All applications for grants under the TAH program will be evaluated using the selection criteria listed in the program regulations (34 CFR 75.210).

C.   Length of New Award

Applicants may apply for a maximum grant performance period of up to 60 months in duration. The Department assumes that Congress will appropriate sufficient funds to provide funding for the first three years (36 months) of the project period for each grantee. Thus, we anticipate that initial awards under this competition will be made for a three-year period. (Applicants should prepare and submit a three-year budget.) Contingent upon the availability of funds and each grantee's substantial progress towards accomplishing the goals and objectives of the project as described in its approved application, we may make continuation awards to grantees for the remaining 24 months of the program. Review of each grantee's progress may include consideration of evidence of promising practices and a strong evaluation design. Further, contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2009 from the list of unfunded applicants from this competition.

D.   Evaluation of Applications for Awards

A panel of non-federal evaluators reviews each application. Each reviewer will prepare a written evaluation of the application and assign points for each selection criterion.

E.   Selection of Grantees

The Secretary will select an application for funding based on the application's total standardized score for the selection criteria and any competitive priority points earned by the applicant. The Secretary may also consider an applicant's past performance and compliance history when evaluating applications and in making funding decisions.

F.   Applicant Funding

The total funding for a three-year project period is a maximum of $500,000 for LEAs with enrollments of less than 20,000 students; $1,000,000 for LEAs with enrollments of 20,000 - 300,000 students; and $2,000,000 for LEAs with enrollments above 300,000 students.

LEAs may form consortia and combine their enrollments in order to receive a grant reflective of their combined enrollment. For districts applying jointly as a consortium, the maximum award is based on the combined enrollment of the individual districts in the consortium If more than one LEA wishes to form a consortium, they must follow the procedures for group applications described in 34 CFR 75.127 through 34 CFR 75.129 of the Education Department General Administrative Regulations (EDGAR).

G.   Priorities

The FY 2008 TAH competition includes one absolute priority and one competitive preference priority. The responses to each priority should be properly labeled and attached as a separate documents within the Project Narrative. Responses to the selection criteria are also included as part of the Project Narrative. Applicants should include the priorities in the Table of Contents. The response to the priorities is not included in the 25-page limit.

H.   Page Limit

Applicants are strongly encouraged to limit the application narrative to the equivalent of no more than 25 pages. The 25-page limit only applies to the response to the selection criteria.

I.   Notice to Successful Applicants

The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applicants approved for new TAH grants. Successful applicants will receive award notices by mail shortly after the Congress is notified. No funding information will be released before the Congress is notified.

J.   Notice to Unsuccessful Applicants

Unsuccessful applicants will be notified in writing following the notice to successful applicants. All applicants (successful and unsuccessful) will receive copies of reviewers' scores and comments for reference purposes.

K.   Performance Reports

All TAH grantees must submit annual and final project performance reports using the ED 524B form and the E-grants electronic reporting system.   The e-Grants reporting system may be accessed at **http://e-grants.ed.gov**. The ED 524B form may be accessed at
http://www.ed.gov/fund/grant/apply/appforms/appforms.html.

The ED 524B form contains four sections. The *Executive Summary* provides an overview of your grant. *Section A* is for project objectives and performance measures, *Section B* is for budget information, and *Section C* is for additional information and/or changes to the grant.

If grantees are unable to submit their report electronically, they may submit a hard copy of these reports to their assigned program officer by the required date. These performance reports will assist TAH staff in determining whether or not the TAH project is making substantial progress toward meeting the approved project objectives. Project directors will be responsible for submitting annual and final project performance reports. Project directors are reminded to report on the following each year. In parentheses you will find the section in which you should include this information on the ED 524B form:

- GPRA Measures (Section A)
- Number of LEAs actually served each year (Exec. Summary)
- Number of teachers served each year (Exec. Summary)
- Grade level of teachers served each year (elementary, middle, or high) (Exec. Summary)
- Historical period(s) covered in TAH project each year (Exec. Summary)
- Percent at which project objectives have been met (Section A)

L.   Contact Persons

For program-related questions and assistance, please contact:

Program Officers:	Alex Stein or Emily Fitzpatrick
Address:	Teaching American History Program
	U.S. Department of Education
	400 Maryland Ave., SW, Room 4W206
	Washington, DC 20202-5960
Telephone:	(202) 205-9085/260-1498
Fax:	(202) 401-8466
E-mail Address:	Alex.Stein@ed.gov,
	Emily.Fitzpatrick@ed.gov

For technical and Grants.gov-related questions and assistance, please contact:

Grants.gov Support Desk

Telephone:	(800)-518-4726
Hours:	Monday – Friday, 7am-9pm EST

M.   Frequently Asked Questions (FAQs)

The Teaching American history website provides a list of frequently asked questions and their answers. You may view these at **http://www.ed.gov/programs/teachinghistory/faq.html**

4000-01-U

DEPARTMENT OF EDUCATION

Office of Innovation and Improvement

Overview Information

Teaching American History Grant Program

Notice inviting applications for new awards for fiscal year (FY) 2008.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.215X.

Dates:

Applications Available: October 10, 2007.

Deadline for Notice of Intent to Apply: November 9, 2007.

Dates of Pre-Application Meetings: Pre-application meetings for prospective applicants will be held. Further information on the dates, times, and locations of these meetings will be made available through a notice published in the Federal Register and through the Teaching American History Web site at www.ed.gov/programs/teachinghistory

Deadline for Transmittal of Applications: December 10, 2007.

Deadline for Intergovernmental Review: February 7, 2008.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Teaching American History
Grant Program supports projects that aim to raise
student achievement by improving teachers' knowledge,
understanding, and appreciation of traditional
American history. Grant awards assist local
educational agencies (LEAs), in partnership with
entities that have extensive content expertise, to
develop, implement, document, evaluate, and
disseminate innovative, cohesive models of
professional development. By helping teachers to
develop a deeper understanding and appreciation of
traditional American history as a separate subject
within the core curriculum, these programs are
intended to improve instruction and raise student
achievement.

Priorities: This competition includes one absolute
priority and one competitive preference priority that
are explained in the following paragraphs.

Absolute Priority: In accordance with 34 CFR
75.105(b)(2)(iv), this priority is from section 2351
of the Elementary and Secondary Education Act of 1965,
as amended by the No Child Left Behind Act of 2001
(the No Child Left Behind Act of 2001)(20 U.S.C.

6721(b)). For FY 2008 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

Partnerships with Other Agencies or Institutions. Each applicant LEA must propose to work in partnership with one or more of the following:

- An institution of higher education.

- A non-profit history or humanities organization.

- A library or museum.

Competitive Preference Priority: This priority is from the notice of final priorities for discretionary grant programs, published in the Federal Register on October 11, 2006 (71 FR 60046). For FY 2008 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i) we award up to an additional 15 points to an application, depending on how well the application meets this priority.

This priority is:

<u>School Districts with Schools in Need of</u>

<u>Improvement, Corrective Action, or Restructuring</u> (up to 15 additional points). Projects that help school districts implement academic and structural interventions in schools that have been identified for improvement, corrective action, or restructuring under the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001.

<u>Note</u>: In addressing this priority, each applicant is encouraged to include a plan for how the applicant will assess the specific needs in the content area of traditional American history in schools that have been identified for improvement, corrective action, or restructuring. In addition, each applicant is encouraged to include a plan for how the applicant will recruit U.S. history teachers from schools that have been identified for improvement, corrective action, or restructuring. Further, each applicant is encouraged to include information on how each of these two plans will be implemented.

<u>Program Authority</u>: 20 U.S.C. 6721.

<u>Applicable Regulations</u>: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99. (b) The notice of final selection criteria and

other application requirements for this program
published in the Federal Register on April 15, 2005
(70 FR 19939). (c) The notice of final priorities for
discretionary grant programs published in the Federal
Register on October 11, 2006 (71 FR 60046).

Note: The regulations in 34 CFR part 79 apply to all
applicants except federally recognized Indian tribes.

Note: The regulations in 34 CFR part 86 apply to
institutions of higher education only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration has
requested $50,000,000 for new awards for this program
for FY 2008. The actual level of funding, if any,
depends on final congressional action. However, we
are inviting applications now to allow enough time to
complete the grant process if Congress appropriates
funds for this program.

     The Department assumes that Congress will
appropriate sufficient funds to provide funding for
the first three years (36 months) of the project
period for each grantee. Thus, we anticipate that
initial awards under this competition will be made for
a three-year period. Contingent upon the availability
of funds and each grantee's substantial progress

towards accomplishing the goals and objectives of the
project as described in its approved application, we
may make continuation awards to grantees for the
remaining 24 months of the program. Review of each
grantee's progress may include consideration of
evidence of promising practice and strong evaluation
design. Further, contingent upon the availability of
funds and the quality of applications, we may make
additional awards in FY 2009 from the list of unfunded
applicants from this competition.

Maximum Award: The following maximum award amounts
are from the notice of final selection criteria and
other application requirements for this program,
published in the Federal Register on April 15, 2005
(70 FR 19939).

    (1) Total funding for a three-year project
period is a maximum of $500,000 for LEAs with
enrollments of less than 20,000 students; $1,000,000
for LEAs with enrollments of 20,000 - 300,000
students; and $2,000,000 for LEAs with enrollments
above 300,000 students. LEAs may form consortia and
combine their enrollments in order to receive a grant
reflective of their combined enrollment. For
districts applying jointly as a consortium, the
maximum award is based on the combined enrollment of

the individual districts in the consortium. If more than one LEA wishes to form a consortium, they must follow the procedures for group applications described in 34 CFR 75.127 through 34 CFR 75.129 of EDGAR.

   (2) A maximum of one grant will be awarded per applicant per competition.

Estimated Number of Awards: 52-65.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

III. Eligibility Information

   1. Eligible Applicants: LEAs, including charter schools that are considered LEAs under State law and regulations, that must work in partnership with one or more of the following entities:

- An institution of higher education.

- A non-profit history or humanities organization.

- A library or museum.

   2. Cost Sharing or Matching: This program does not require cost sharing or matching.

IV. Application and Submission Information

   1. Address to Request Application Package: Education Publications Center (ED Pubs), P.O. Box 1398, Jessup, MD 20794-1398. Telephone, toll free:

1-877-433-7827. FAX: (301) 470-1244. If you use a

telecommunications device for the deaf (TDD), call,

toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also:

www.ed.gov/pubs/edpubs.html or at its e-mail address:

edpubs@inet.ed.gov

If you request an application package from ED

Pubs, be sure to identify this program or competition

as follows: CFDA number 84.215X.

Individuals with disabilities can obtain a copy

of the application package in an alternative format

(e.g., Braille, large print, audiotape, or computer

diskette) by contacting the person or team listed

under Alternative Format in section VIII of this

notice.

2. Content and Form of Application Submission:

Requirements concerning the content of an application,

together with the forms you must submit, are in the

application package for this program.

Page Limit: The application narrative (Part III of

the application) is where you, the applicant, address

the selection criteria that reviewers use to evaluate

your application. Applicants are strongly encouraged

to limit the application narrative to the equivalent

of no more than 25 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.

- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, the page limit does apply to all of the application narrative section (Part III).

3. Submission Dates and Times:
Applications Available: October 10, 2007.

Deadline for Notice of Intent to Apply: November 9, 2007.

Deadline for Transmittal of Applications: December 10, 2007.

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 6. Other Submission Requirements in this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact either one of the two individuals listed under For Further Information Contact in section VII in this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: February 7,
2008.

    4. Intergovernmental Review: This program is
subject to Executive Order 12372 and the regulations
in 34 CFR part 79. Information about
Intergovernmental Review of Federal Programs under
Executive Order 12372 is in the application package
for this program.

    5. Funding Restrictions: We reference
regulations outlining funding restrictions in the
Applicable Regulations section in this notice.

    6. Other Submission Requirements: Applications
for grants under this program must be submitted
electronically unless you qualify for an exception to
this requirement in accordance with the instructions
in this section.

    a. Electronic Submission of Applications.

    Applications for grants under the Teaching
American History Grant Program, CFDA Number 84.215X,
must be submitted electronically using the Government
wide Grants.gov Apply site at http://www.Grants.gov

    Through this site, you will be able to download a
copy of the application package, complete it offline,
and then upload and submit your application. You may

not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement <u>and</u> submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under <u>Exception to Electronic Submission Requirement</u>.

You may access the electronic grant application for Teaching American History Grant Program at http://www.Grants.gov You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.215, not 84.215X).

Please note the following:

• When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.

• Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not consider your application if it is date and time stamped by the Grants.gov system later than 4:30 p.m., Washington, DC time, on the application deadline date. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30 p.m., Washington, DC time, on the application deadline date.

• The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

• You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this program to ensure that

you submit your application in a timely manner to the
Grants.gov system. You can also find the Education
Submission Procedures pertaining to Grants.gov at
http://e-
Grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf

- To submit your application via Grants.gov, you
must complete all steps in the Grants.gov registration
process (see
http://www.grants.gov/applicants/get_registered.jsp).
These steps include (1) registering your organization,
a multi-part process that includes registration with
the Central Contractor Registry (CCR); (2) registering
yourself as an Authorized Organization Representative
(AOR); and (3) getting authorized as an AOR by your
organization. Details on these steps are outlined in
the Grants.gov 3-Step Registration Guide (see
http://www.grants.gov/section910/Grants.govRegistratio
nBrochure.pdf). You also must provide on your
application the same D-U-N-S Number used with this
registration. Please note that the registration
process may take five or more business days to
complete, and you must have completed all registration
steps to allow you to submit successfully an
application via Grants.gov. In addition you will need

to update your CCR registration on an annual basis. This may take three or more business days to complete.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. Please note that two of these forms--the SF 424 and the Department of Education Supplemental Information for SF 424--have replaced the ED 424 (Application for Federal Education Assistance).

- You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password-protected file, we will not review that material.

• Your electronic application must comply with any page-limit requirements described in this notice.

• After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

• We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application

deadline date because of technical problems with the
Grants.gov system, we will grant you an extension
until 4:30 p.m., Washington, DC time, the following
business day to enable you to transmit your
application electronically or by hand delivery. You
also may mail your application by following the
mailing instructions described elsewhere in this
notice.

    If you submit an application after 4:30 p.m.,
Washington, DC time, on the application deadline date,
please contact the person listed under For Further
Information Contact in section VII in this notice and
provide an explanation of the technical problem you
experienced with Grants.gov, along with the Grants.gov
Support Desk Case Number. We will accept your
application if we can confirm that a technical problem
occurred with the Grants.gov system and that that
problem affected your ability to submit your
application by 4:30 p.m., Washington, DC time, on the
application deadline date. The Department will
contact you after a determination is made on whether
your application will be accepted.
Note: The extensions to which we refer in this
section apply only to the unavailability of, or
technical problems with, the Grants.gov system. We

will not grant you an extension if you failed to fully

register to submit your application to Grants.gov

before the application deadline date and time or if

the technical problem you experienced is unrelated to

the Grants.gov system.

Exception to Electronic Submission Requirement: You

qualify for an exception to the electronic submission

requirement, and may submit your application in paper

format, if you are unable to submit an application

through the Grants.gov system because--

- You do not have access to the Internet; or

- You do not have the capacity to upload large

documents to the Grants.gov system;

and

- No later than two weeks before the application

deadline date (14 calendar days or, if the fourteenth

calendar day before the application deadline date

falls on a Federal holiday, the next business day

following the Federal holiday), you mail or fax a

written statement to the Department, explaining which

of the two grounds for an exception prevent you from

using the Internet to submit your application.

If you mail your written statement to the

Department, it must be postmarked no later than two

weeks before the application deadline date. If you

fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Alex Stein, U.S. Department of Education, 400 Maryland Avenue, SW., room 4W206, Washington, DC 20202-5960. FAX: (202) 401-8466.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. <u>Submission of Paper Applications by Mail</u>.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the applicable following address:

<u>By mail through the U.S. Postal Service</u>:

     U.S. Department of Education
     Application Control Center
     Attention: (CFDA Number 84.215X)
     400 Maryland Avenue, SW.
     Washington, DC 20202-4260

                    or

<u>By mail through a commercial carrier</u>:

     U.S. Department of Education
     Application Control Center, Stop 4260

Attention: (CFDA Number 84.215X)
7100 Old Landover Road
Landover, MD 20785-1506

Regardless of which address you use, you must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service postmark.

(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service. If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic

submission requirement, you (or a courier service) may

deliver your paper application to the Department by

hand. You must deliver the original and two copies of

your application by hand, on or before the application

deadline date, to the Department at the following

address:

     U.S. Department of Education
     Application Control Center
     Attention: (CFDA Number 84.215X)
     550 12th Street, SW.
     Room 7041, Potomac Center Plaza
     Washington, DC 20202-4260

The Application Control Center accepts hand deliveries

daily between 8:00 a.m. and 4:30 p.m., Washington, DC

time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications:

If you mail or hand deliver your application to the

Department--

(1) You must indicate on the envelope and--if not

provided by the Department--in Item 11 of the SF 424

the CFDA number, including suffix letter, if any, of

the competition under which you are submitting your

application; and

(2) The Application Control Center will mail to you

a notification of receipt of your grant application.

If you do not receive this notification within 15

business days from the application deadline date, you

should call the U.S. Department of Education

Application Control Center at (202) 245-6288.

V. Application Review Information

    1. Selection Criteria: The selection criteria

for this program are from the notice of final

selection criteria and other application requirements

published in the Federal Register on April 15, 2005

(70 FR 19939) and are as follows:

    (1) Project quality (45 points). The Secretary

considers the quality of the proposed project by

considering--

    (a) The likelihood that the proposed project

will develop, implement, and strengthen programs to

teach traditional American history as a separate

academic subject (not as a component of social

studies) within elementary school and secondary school

curricula.

    (b) How specific traditional American history

content will be covered by the grant (including the

significant issues, episodes, and turning points in

the history of the United States; how the words and

deeds of individual Americans have determined the

course of our Nation; and how the principles of

freedom and democracy articulated in the founding

documents of this Nation have shaped America's

struggles and achievements and its social, political,
and legal institutions and relations); the format in
which the project will deliver the history content;
and the quality of the staff and consultants
responsible for delivering these content-based
professional development activities, emphasizing,
where relevant, their postsecondary teaching
experience and scholarship in subject areas relevant
to the teaching of traditional American history. The
applicant may also attach curriculum vitae for
individuals who will provide the content training to
the teachers.

(c) How well the applicant describes a plan that
meets the statutory requirement to carry out
activities under the grant in partnership with one or
more of the following:

(i) An institution of higher education.

(ii) A non-profit history or humanities
organization.

(iii) A library or museum.

(d) The applicant's rationale for selecting the
partner(s) and its description of specific activities
that the partner(s) will contribute to the grant
during each year of the project. The applicant should
include a memorandum of understanding or detailed

letters of commitment from the partner(s) in an appendix to the application narrative.

Note: The Secretary encourages each applicant to address this criterion by providing a detailed description of the actual history subject content of the professional development and teacher education activities to be carried out under this grant. The Secretary also encourages each applicant to include a discussion of the research base for the professional development strategies and how this research can be used to assist the applicant in designing a project that ensures successful achievement of project objectives. Finally, the Secretary encourages each applicant to describe the applicant's efforts to conduct an assessment of teachers' content needs and describe how that needs assessment is part of a comprehensive, long-term strategy to upgrade teacher quality throughout the school district.

(2) Significance (20 points). The Secretary considers the significance of the proposed project. In determining the significance of the project, the Secretary considers--

(a) The extent to which the proposed project is likely to build local capacity to improve or expand the LEA's ability to provide American history teachers

professional development in traditional American history subject content and content-related teaching strategies.

   (b)   The importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.

   (c)   How teachers will use the knowledge acquired from project activities to improve the quality of instruction. This description may include plans for reviewing how teachers' lesson planning and classroom teaching are affected by their participation in project activities.

Note: In meeting this criterion, the Secretary encourages the applicant to include a description of its commitment to build local capacity by primarily serving teachers in its LEA or consortium of LEAs. The Secretary also encourages the applicant to include background and statistical information to explain the project's significance. For example, the applicant could include information on: the extent to which teachers in the LEA are not certified in history or social studies; student achievement data in American history; and rates of student participation in courses such as Advanced Placement U.S. History.

(3) Quality of the project evaluation (20
points). The Secretary considers the quality of the
evaluation to be conducted of the proposed project.
In determining the quality of the evaluation, the
Secretary considers:

(a) The extent to which the methods of
evaluation include the use of objective performance
measures that are clearly related to the intended
outcomes of the project and will produce quantitative
and qualitative data to the extent possible.

(b) How well the evaluation plans are aligned
with the project design explained under the Project
Quality criterion.

(c) Whether the evaluation includes benchmarks
to monitor progress toward specific project
objectives, and outcome measures to assess the impact
on teaching and learning or other important outcomes
for project participants.

(d) Whether the applicant identifies the
individual and/or organization that has agreed to
serve as evaluator for the project and includes a
description of the qualifications of that evaluator.

(e) The extent to which the applicant indicates
the following:

(i) What types of data will be collected.

(ii) When various types of data will be collected.

(iii) What methods will be used to collect data.

(iv) What data collection instruments will be developed.

(v) How the data will be analyzed.

(vi) When reports of results and outcomes will be available.

(vii) How the applicant will use the information collected through the evaluation to monitor the progress of the funded project and to provide accountability information about both success at the initial site and effective strategies for replication in other settings.

(viii) How the applicant will devote an appropriate level of resources to project evaluation. Note: The Secretary encourages each applicant to include a plan of how the project's evaluation plan will address the Teaching American History Grant Program Government Performance and Results Act performance indicators (see section entitled "Performance Measures"). Further, each applicant is encouraged to describe how the applicant's evaluation plan will be designed to collect both output data (number of teacher participants, number of workshops

held, etc.) and outcome data (improvements in teacher classroom practice, increases in student history achievement, etc.). Finally, each applicant is encouraged to select an independent, objective evaluator who has experience in evaluating educational programs and who will play an active role in the design and development of the project. For resources on what to consider in designing and conducting project evaluations, go to

http://www.whatworkshelpdesk.ed.gov/.

(4) Quality of the management plan (15 points). The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:

(a) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

(b) The extent to which the time commitments of the project director and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

Note: The Secretary encourages each applicant to address this criterion by including in the narrative the roles of partners in each phase of the project. In addition, each applicant is encouraged to consider how the applicant might demonstrate (e.g., through narrative discussion, letters of support, or formal memoranda of understanding) the commitment of partners to the project and the partners' understanding of responsibilities they have agreed to assume in service delivery. Finally, each applicant may include in this narrative a schedule of activities with sufficient time for developing an adequate implementation plan.

2. Applicant's Past Performance and Compliance History: In accordance with 34 CFR 75.217(d)(3)(ii) and (iii), the Secretary may consider an applicant's past performance and compliance history when evaluating applications and in making funding decisions.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notice (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. <u>Administrative and National Policy</u>

<u>Requirements</u>: We identify administrative and national

policy requirements in the application package and

reference these and other requirements in the

<u>Applicable Regulations</u> section in this notice.

We reference the regulations outlining the terms

and conditions of an award in the <u>Applicable</u>

<u>Regulations</u> section in this notice and include these

and other specific conditions in the GAN. The GAN

also incorporates your approved application as part of

your binding commitments under the grant.

3. <u>Reporting</u>: At the end of your project

period, you must submit a final performance report,

including financial information, as directed by the

Secretary. If you receive a multi-year award, you

must submit an annual performance report that provides

the most current performance and financial expenditure

information as directed by the Secretary under 34 CFR

75.118. The Secretary may also require more frequent

performance reports under 34 CFR 75.720(c). For

specific requirements on reporting, please go to

http://www.ed.gov/fund/grant/apply/appforms/appforms.h

tml

4. <u>Performance Measures</u>: We have established

two performance measures for the Teaching American

History Grant Program. The measures are:

(1) Students in experimental and quasi-experimental studies of educational effectiveness of Teaching American History Grant Program projects will demonstrate higher achievement on course content measures, statewide U.S. history assessments, or both than students in control and comparison groups, and

(2) Teachers will demonstrate an increased understanding of American history through the use of nationally validated tests of American history that can be directly linked to their participation in the Teaching American History Grant Program.

VII. Agency Contacts

For Further Information Contact: Alex Stein or Emily Fitzpatrick, U.S. Department of Education, 400 Maryland Avenue, SW., room 4W206, Washington, DC 20202. Telephone: (202) 205-9085 or (202) 260-1498 or by e-mail: TeachingAmericanHistory@ed.gov

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

VIII. Other Information

Alternative Format: Individuals with disabilities can obtain this document and a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to

the program contact persons listed under <u>For Further</u>

<u>Information Contact</u> in section VII in this notice.

<u>Electronic Access to This Document</u>: You can view this

document, as well as all other documents of this

Department published in the <u>Federal Register</u>, in text

or Adobe Portable Document Format (PDF) on the

Internet at the following site:

www.ed.gov/news/fedregister

    To use PDF you must have Adobe Acrobat Reader,

which is available free at this site. If you have

questions about using PDF, call the U.S. Government

Printing Office (GPO), toll free, at 1-888-293-6498;

or in the Washington, DC, area at (202) 512-1530.

<u>Note</u>: The official version of this document is the

document published in the <u>Federal Register</u>. Free

Internet access to the official edition of the <u>Federal</u>

<u>Register</u> and the Code of Federal Regulations is

available on GPO Access at:

www.gpoaccess.gov/nara/index.html

Dated:

                          _____

                          Morgan S. Brown,
                          <u>Assistant Deputy Secretary for</u>
                          <u>Innovation and Improvement</u>.

Authorizing Legislation

Elementary and Secondary Education Act of 1965, as amended, by the No Child Left Behind Act of 2001

Title II- Preparing, Training, and Recruiting High Quality Teachers and Principals
Part C- Innovation for Teacher Quality
Subpart 4 -Teaching of Traditional American History

SEC. 2351. ESTABLISHMENT OF PROGRAM.
(a) IN GENERAL- The Secretary may establish and implement a program to be known as the Teaching American History Grant Program', under which the Secretary shall award grants on a competitive basis to local educational agencies —
    (1) to carry out activities to promote the teaching of traditional American history in elementary schools and secondary schools as a separate academic subject (not as a component of social studies); and
    (2) for the development, implementation, and strengthening of programs to teach traditional American history as a separate academic subject (not as a component of social studies) within elementary school and secondary school curricula, including the implementation of activities —
        (A) to improve the quality of instruction; and
        (B) to provide professional development and teacher education activities with respect to American history.
(b) REQUIRED PARTNERSHIP- A local educational agency that receives a grant under subsection (a) shall carry out activities under the grant in partnership with one or more of the following:
    (1) An institution of higher education.
    (2) A nonprofit history or humanities organization.
    (3) A library or museum.
(c) APPLICATION- To be eligible to receive an grant under this section, a local educational agency shall submit an application to the Secretary at such time, in such manner, and containing such information as the Secretary may require.

SEC. 2352. AUTHORIZATION OF APPROPRIATIONS.
There are authorized to be appropriated to carry out this subpart such sums as may be necessary for fiscal year 2002 and each of the 5 succeeding fiscal years.

Instructions for Completing the TAH Application Package

The TAH application will use the following Grants.gov narrative forms.

- ED Abstract Narrative Attachment Form

- Project Narrative Attachment Form

- Other Narrative Attachment Form

- Budget Narrative Attachment Form

The ED Abstract Narrative Attachment Form should include your one-page project abstract.

The Project Narrative Attachment Form should first include the narrative responses to the absolute and competitive preference priority. These documents should be properly labeled and placed at the front of the Project Narrative Attachment form. Secondly, the applicant should include narrative responses that address the program selection criteria. Responses that address the selection criteria and responses to the competitive preference priority, if applicable, will be used to evaluate applications submitted for this competition. Applicant should include a Table of Contents that includes all responses to priorities and selection criteria.

The Other Narrative Attachment Form should include the application appendices. Examples may include *curricula vitas* of key personnel, letters of support, examples of evaluation materials, etc. The Grants.gov system will allow applicants to attach up to ten separate appendices in this section.

The Budget Narrative Attachment Form should include **one budget summary and one detailed budget narrative**. Do not include multiple budgets for LEA and partner, only one combined budget should be submitted.

*Applicants must use their own word-processing software to complete the TAH application forms.

D-U-N-S Number Instructions

All applicants must have a D-U-N-S number in order to apply for federal funds.

NOTE: Check with your fiscal office to see if your institution has an assigned
D-U-N-S before contacting Dun & Bradstreet

Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

http://www.dnb.com/US/duns_update/index.html

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built-in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide**. Live help Monday-Friday 8am-6pm (EST) Dial 1.888.814.1435**

Note: Electronic submission via Grants.gov must use the D-U-N-S number your organization used when it registered in the Central Contractor Registry.

Instructions for ED Abstract Narrative

Each applicant should submit a one-page abstract. This abstract should be attached to the Grants.gov ED Abstract Narrative Attachment Form.

The abstract should include the following items:

- Project title, if applicable
- Goals, objectives, and expected outcomes for the project
- Number of teachers to be served annually and over the life of the TAH grant
- Teaching level of teachers being served (elementary, middle, high)
- Name of applicant LEA and other LEAs being served
- Name of major partners
- A 4-5 sentence description of the content and professional development format to be provided to project participants

Instructions for Program Narrative

Applicants will attach the absolute priority, competitive preference priority and program narrative to the **Project Narrative Attachment Form**.

Formatting

A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, captions, as well as all text in charts, tables, and graphs. Use a font that is 12-point or larger. Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. Other fonts submitted will not be accepted. Applicants are encouraged to limit the program narrative to the equivalent of no more than 25 pages. The 25-page limit only applies to the response to the selection criteria.

Please include a Table of Contents.

Before preparing the Program Narrative, applicants should review the Dear Applicant Letter, the Federal Register Notice, and program statute for specific guidance and requirements. Please note that "Project Narrative Attachment Form" (found in the Grants.gov application package) is where applicants will attach their narrative responses to the selection criteria that will be used to evaluate applications submitted for this competition.

The Program Narrative should first include, in detail, the responses that addresses the absolute priority and, if the grantee chooses, the competitive preference priority. The response to these priorities should be properly labeled and attached as a separate documents and submitted at the front of the project narrative. The maximum possible score for the competitive priority is indicated in parenthesis in the Notice.

The Program Narrative should also include, in detail, the response that addresses the program selection criteria. The maximum possible score for each category of selection criterion is indicated in parenthesis in the Notice Inviting Applications for New Awards.

To facilitate the review of applications, please provide responses to each of the following selection criteria in the order listed below.

1. <u>Project Quality</u> (45 points)

   (a) The likelihood that the proposed project will develop, implement, and strengthen programs to teach traditional American history as a separate academic subject (not as a component of social studies) within elementary school and secondary school curricula.

   (b) How specific traditional American history content will be covered by the grant (including the significant issues, episodes, and turning points in the history of the United States; how the words and deeds of individuals have determined the course of our Nation; and how the principles of freedom and democracy articulated in the founding documents of this Nation have shaped America's struggles and achievements and its social, political, and legal institutions and relations); the format in which the project will deliver the history content; and the quality of the staff and consultants responsible for delivering these content-based professional development activities, emphasizing, where relevant, their postsecondary teaching experience and scholarship in subject areas relevant to the teaching of traditional American history. The applicant may also attach *curricula vitae* for individuals who will provide the content training to the teachers.

   (c) How well the applicant describes a plan that meets the statutory requirement to carry out activities under the grant in partnership with one or more of the following:
      (i) An institution of higher education
      (ii) A nonprofit history or humanities organization
      (iii) A library or museum

   (d) The applicant's rationale for selecting the partner(s) and its description of specific activities that the partner(s) will contribute to the grant during each year of the project. The applicant should include a memorandum of understanding or detailed letters of commitment from the partner(s) in an appendix to the application narrative.

2. <u>Significance</u> (20 points)

(a) The extent to which the proposed project is likely to build local capacity to improve or expand the LEA's ability to provide American history teachers professional development in traditional American history subject content and content-related teaching strategies.

(b) The importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.

(c) How teachers will use the knowledge acquired from project activities to improve the quality of instruction. This description may include plans for reviewing how teachers' lesson planning and classroom teaching are affected by their participation in project activities.

3. <u>Quality of Project Evaluation</u> (20 points)

(a) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

(b) How well the evaluation plans are aligned with the project design explained under the <u>Project Quality</u> criterion.

(c) Whether the evaluation includes benchmarks to monitor progress toward specific project objectives, and outcome measures to assess the impact on teaching and learning or other important outcomes for project participants.

(d) Whether the applicant identifies the individual and/or organization that has agreed to serve as evaluator for the project and includes a description of the qualifications of that evaluator.

(e) The extent to which the applicant indicates the following:

(i) What types of data will be collected
(ii) When various types of data will be collected
(iii) What methods will be used to collect data
(iv) What data collection instruments will be developed
(v) How the data will be analyzed
(vi) When reports of results and outcomes will be available
(vii) How the applicant will use the information collected through the evaluation to monitor the progress of the funded project and to provide accountability information both about success at the initial site and about effective strategies for replication in other settings

(viii) How the applicant will devote an appropriate level of resources to project evaluation

4. <u>Quality of Management Plan</u> (15 points)

(a) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

(b) The extent to which the time commitments of the project director and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

<u>The Program Narrative contains both the narrative that addresses the priorities and the narrative that addresses the selection criteria.</u>

Instructions for Budget Narrative

One detailed summary budget AND one detailed budget narrative will be attached in the "Budget Narrative Attachment Form. The Budget narrative form requests information on the applicant's financial plan for carrying out the project activities for three-years. Applicants should describe how all costs will support project activities and the number of teachers to be served.

Please include only ONE 3-year budget for your TAH project. This budget should include project cost for the LEA and its partners. DO NOT submit separate budgets for each.

The budget should only include costs that are allowable, reasonable, and necessary for carrying out the objectives of the TAH project. Please consult the listing of allowable grant expenses located under Financial Provisions in the Supplemental Information section.

For each line item, provide detailed costs (in dollars) and narrative justification to support your request. Make sure all costs are adequately explained as your budget will be thoroughly reviewed by TAH staff. Please check all figures and combined totals and compare the line item budget figures to those used on the ED Form 524 for both Sections A and B.

Please note the following TAH program policy guidelines:

1. <u>Personnel</u>: TAH program policies generally allow for grant funds to be used for administrative personnel, as needed. Substitute teachers should be included under personnel costs.

2. <u>Fringe Benefits</u>: Applicant should use the approved LEA fringe benefit rates.

3. <u>Travel</u>: Applicants may request funds to cover project-related travel.

NOTE: Applicants should include travel expenses for two staff members, to include the project evaluator, to attend a yearly project directors' meeting.

If planning a field trip, indicate the number of persons traveling, whether they are participants or administrative personnel, where the group is traveling to, and a breakdown of the travel costs. Transportation costs charged to the grant should not exceed economy class fares. All travel must be related to the project objectives and proposed activities.

4. Equipment: Applicants may purchase equipment in order to meet the goals and objectives of the TAH grant. The Department's definition of equipment is any item over $5,000; however, the LEA definition may be used in place of this definition. EDGAR 74.34.

5. Supplies: Applicants may request TAH funds to cover the purchase of project-related books, artifacts, and other teaching materials. TAH funds cannot be used to purchase materials for students. An itemized list of supplies and the proposed costs for each should be provided.

6. Contractual: Contractual or consultant costs may include payments to partnering organizations. This may cover partnering personnel and evaluation costs.

7. Construction: Not applicable. Leave blank.

8. Other: Other miscellaneous costs may be requested in this section. Examples may include rent for instructional facilities, communication costs, equipment rental, admission fees for site visits, printing costs, or other expenses considered vital to the project's success. A detailed breakdown should be provided for how all costs were calculated.

9. Total Direct Costs: Provide the total direct costs requested.

10. Indirect Costs: Indirect costs are allowable, and applicants should use the approved indirect cost rate for the LEA. (Indirect cost rates for partners should be included under contractual expenses).

11. Training Stipends: Applicants may provide stipends to project participants. Applicants should indicate the number of stipends given and the amount per stipend.

12. Total Costs: This is the total of the direct and indirect costs.

For the FY 2008 competition, applicants may receive funding for up to 60 months. The Department assumes that Congress will appropriate sufficient funds to provide funding for the first three years (36 months) of the project period for each grantee. Thus, we anticipate that initial awards

under this competition will be made for a three-year period. (Applicants should prepare and submit a three-year budget.) Contingent upon the availability of funds and each grantee's substantial progress towards accomplishing the goals and objectives of the project as described in its approved application, we may make continuation awards to grantees for the remaining 24 months of the program.

Successful applicants are strongly encouraged to draw down grant funds on a regular basis, consistent with Department regulations.

Instructions for Other Narrative

Applicants will attach any appendices they may have to the Grants.gov Other Narrative Attachment Form.

Please provide a special Table of Contents for the appendices.

The Other Narrative Attachment Form may also include the resumes of persons providing history expertise and brief staff and evaluator resumes. Needs assessments, letters of support for the program, program testimonials, and any other material deemed necessary to strengthen the application may be included as well.

Applicants are encouraged to limit the number of appendix entries to a reasonable number for a reviewer to read.

Instructions for Standard Forms

- **Application for Federal Assistance (SF 424)**

- **Department of Education Supplemental Form for the SF 424**

- **Department of Education Budget Summary Form (ED 524)**

- **Disclosure of Lobbying Activities (SF-LLL)**

- **Survey Instructions on Ensuring Equal Opportunity for Applicants**

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	**Type of Submission:** (Required): Select one type of submission in accordance with agency instructions. • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.	10.	**Name Of Federal Agency**: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	**Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: **(Required) Select one type of application in accordance with agency instructions.** • **New – An application that is being submitted to an agency for the first time.** • **Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.** • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award **C. Increase Duration D. Decrease Duration** **E. Other (specify)**	12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	**Competition Identification Number/Title:** Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	**Areas Affected By Project:** List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.	15.	**Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	**Applicant Identifier**: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a	**Federal Entity Identifier**: Enter the number assigned to your organization by the Federal Agency, if any.	16.	**Congressional Districts Of**: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 2-3 characters District Number, e.g., CA-12 for California 12th district, NC-103 for North Carolina's 103rd district. • **If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.** • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
5b.	**Federal Award Identifier**: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the State, if applicable.		
7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	**Applicant Information**: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	**Proposed Project Start and End Dates**: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	**Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.		

	d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US). **e. Organizational Unit:** Enter the name of the primary organizational unit (and department or division, if applicable**)** that will undertake the assistance activity, if applicable. **f. Name and contact information of person to be contacted on matters involving this application**: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.		parentheses.
		19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
		20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
9.	**Type of Applicant: (Required)** **Select up to three applicant type(s) in accordance with agency instructions.** A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)	21.	**Authorized Representative**: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

**INSTRUCTIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL
INFORMATION FOR SF 424**

a.   Project Director. Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

2.   Novice Applicant. Check **"Yes"** or "**No**" only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank.**

Check "**Yes"** if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled "Definitions for Department of Education Supplemental Information for SF 424." By checking "Yes" the applicant certifies that it meets these novice applicant requirements. Check "**No**" if you do not meet the requirements for novice applicants**.**

3.   Human Subjects Research. (See I. A. "Definitions" in attached page entitled "Definitions for Department of Education Supplemental Information For SF 424.")

If Not Human Subjects Research. Check "No" if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

If Human Subjects Research. Check "**Yes**" if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check "**Yes**" even if the research is exempt from the regulations for the protection of human subjects. (See I. B. "Exemptions" in attached page entitled "Definitions for Department of Education Supplemental Information For SF 424.")

3a. If Human Subjects Research is Exempt from the Human Subjects Regulations. Check "**Yes**" if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. "Exemptions." In addition, follow the instructions in II. A. "Exempt Research Narrative" in the attached page entitled "Definitions for Department of Education Supplemental Information For SF 424."

3a. If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check "**No**" if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. "Nonexempt Research Narrative" in the page entitled "Definitions for Department of Education Supplemental Information For SF 424

3a. Human Subjects Assurance Number. If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter "None." In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

Note about Institutional Review Board Approval. ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

DEFINITIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424
(Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

Novice Applicant (See 34 CFR 75.225). For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;

- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and

- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

—Research
The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." *(1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of *exemptions* are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. *If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.* [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview

procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked "Yes" for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects "exempt research" or "nonexempt research" narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.
If you marked "Yes" for item 3 a. and designated exemption numbers(s), provide the "exempt research" narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked "No" for item 3 a. you must provide the "nonexempt research" narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics**: Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status.

Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) **Sources of Materials**: Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent**: Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks**: Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk**: Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained**: Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s)**: If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site: http://www.ed.gov/about/offices/list/OCFO/humansub.html

NOTE: The **State Applicant Identifier** on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).

Instructions for ED 524

General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. Please consult with your Business Office prior to submitting this form.

Section A - Budget Summary
U.S. Department of Education Funds

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Indirect Cost Information:
If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. (2): If you checked "yes" in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check "Other," specify the name of the Federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

<p style="text-align:center"><u>Section B - Budget Summary</u>
<u>Non-Federal Funds</u></p>

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

<p style="text-align:center"><u>Section C - Budget Narrative [Attach separate sheet(s)]</u>
<u>Pay attention to applicable program specific instructions,</u>
<u>if attached.</u></p>

1.   Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.

2.   If applicable to this program, provide the rate and base on which fringe benefits are calculated.

3.   If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

   When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at: http://www.ed.gov/fund/grant/apply/appforms/appforms.html.
   You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

4.   Provide other explanations or comments you deem necessary.

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1.   Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2.   Identify the status of the covered Federal action.

3.   Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4.   Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first sub awardee of the prime is the 1st tier. Sub awards include but are not limited to subcontracts, sub grants and contract awards under grants.

5.   If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6.   Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7.   Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8.   Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9.   For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10.   (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11.   The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Survey Instructions on Ensuring Equal Opportunity for Applicants

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.

2. Self-identify.

3. Self-identify.

4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.

5. Self-explanatory.

6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.

7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a
collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** The Agency Contact listed in this grant application package.

Executive Order 12372
Intergovernmental Review of Federal Programs

This program is subject to the requirement of the Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. The objective of the Executive Order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for Sate and local government coordination and review of proposed Federal financial assistance. Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372.

You may locate the name and contact information of State Single Point of Contact at:

http://www.whitehouse.gov/omb/grants/spoc.html

General Education Provisions Act (GEPA)
Section 427

*ALL APPLICANTS <u>MUST</u> INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.

Section 427 requires each applicant to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six barriers that can impede equitable access or participation: **gender, race, national origin, color disability,** or **age.** Based on local circumstances, you should determine whether these or other barriers might prevent your teachers, etc. from such access or participation in the federally funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable in your circumstances.

A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

First, applicants must **identify at least one barrier** that would prevent teachers, and other program beneficiaries from participating in grant activities. The statute highlights six types of barriers that can impede access to participation: **gender, race, national origin, color, disability,** or **age**. However, applicants can take a fairly broad view of what constitutes a barrier and may address a barrier that is not among these six. Nor does the barrier have to be related to an applicant's own operation or way of conducting business. The barrier could be an attitude or perception held by people that the grant project is intended to serve. For example, an organization could be free of any discriminatory policies but still have trouble getting immigrant parents involved because these parents are reluctant to work with any official group or agency.

Second, applicants must **explain what they will do to overcome the barrier**.

Here are two examples of identifying a barrier and its solution:

1. **Barrier**—Low-income parents cannot participate in grant activities held in the evening at a local school because they lack babysitting and transportation.
   Solution—Grant money will be spent to carry out a detailed plan (explained within the applicant's GEPA statement) to help the parents overcome their babysitting and transportation difficulties.

2. **Barrier**—Sight impaired students cannot benefit from reading tutors paid for with grant money because the students are unable to use the books available during the tutoring sessions.
   Solution—Grant money will pay for materials in Braille.

*Note: Applicants are required to address this provision by attaching a statement to the ED GEPA 427 Form that must be downloaded from Grants.gov.

Government Performance and Results Act (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2002-2007. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

> *Goal 1:*   *Create a Culture of Achievement.*
> *Goal 2:*   *Improve Student Achievement*
> *Goal 3:*   *Develop Safe Schools and Strong Character*
> *Goal 4:*   *Transform Education into an Evidence-based Field*
> *Goal 5:*   *Enhance the Quality of and Access to Postsecondary and Adult Education*
> *Goal 6:*   *Establish Management Excellence*

The performance indicators for the Teacher Quality Programs are part of the Department's plan for meeting Goal 5: Improve Student Achievement.

What are the Performance Measures for the Teaching American History Program?

The goal of the TAH program is to raise student achievement by improving teachers' knowledge, understanding, and appreciation of traditional American history. Grant awards assist LEAs, in partnership with entities that have extensive content expertise, to develop, document, evaluate, and disseminate innovative, cohesive models of professional development. By helping teachers to develop a deeper understanding and appreciation of traditional American history as a separate subject within the core curriculum, these programs improve instruction and raise student achievement

Under the GPRA, the Department will use the following performance indicators to evaluate the success of the TAH program in meeting this goal.

TAH Performance Measure ONE: Students in experimental and quasi-experimental studies of educational effectiveness of Teaching American History projects will demonstrate higher achievement on course content measures and/or statewide U.S. history assessments than students in control and comparison groups.

TAH Performance Measure TWO: Teachers will demonstrate an increased understanding of American history through the use of nationally validated tests of American history that can be directly linked to their participation in the Teaching American History program.

Grantees must respond to the two GPRA performance measures on their annual and final performance reports. The information provided by grantees in their performance reports will be a source of data used to evaluate these indicators.

Teaching American History Grant
FY 2008 Application Checklist

Use this checklist while preparing your application. All items listed on this checklist are required. The list is organized in the same manner that the submitted application should be organized.

Part I: 424 Forms
☐ Application for Federal Assistance - (SF 424)
☐ Department of Education Supplemental Information Form for the SF 424

Part II: 524 Forms
☐ Department of Education Budget Summary Form - (ED 524) – Sections A & B

Part III: Program Narrative
☐ ED Abstract Narrative Attachment Form
☐ Project Narrative Attachment Form
☐ Other Narrative Attachment Form
☐ Budget Narrative Attachment Form

NOTE: The "ED Abstract Narrative Attachment Form" is where you will attach your project abstract. The "Project Narrative Attachment Form" will include the narrative sections addressing the program selection criteria that will be used to evaluate applications submitted for this competition. The "Other Narrative Attachment Form" should include appendices such as *curricula vitas* of key personnel, letters of support, examples of evaluation materials, etc. The Grants.gov system will allow applicants to attach as many as ten separate appendices in this section. The "Budget Narrative Attachment Form" is where you will attach a detailed line item budget and any supplemental budget information.

Part IV: Assurances and Certifications
☐ GEPA Section 427 Requirement

☐ Assurances – Non-Construction Programs (SF 424B)

☐ Grants.gov Lobbying Form (formerly ED Form 80-0013)

☐ Survey on Ensuring Equal Opportunity for Applicants

☐ Disclosure of Lobbying Activities (SF-LLL) (if applicable)

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1890-0009**. The time required to complete this information collection is estimated to average 60 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Teaching American History Program, Office of Innovation and Improvement, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 4W206, Washington, D.C. 20202-5960.